



Title: SENIOR AUTOMOTIVE & WAREHOUSE COORDINATOR

Salary: 19
Effective Date: 09/16/15
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under the general direction of the Supervisor of Procurement and Fleet Services, plans, directs, schedules, controls and coordinates the operation of the District's auto shop, central warehouse and storage yards, including the receipt, storage, handling and issuance of materials, supplies and equipment; determines stocking levels and reorder points for material; plans, organizes, schedules and directs assigned staff performing automotive, truck and heavy equipment repair and maintenance. Senior Automotive & Warehouse Coordinator is a single position classification.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

Automotive:

1. Plans, organizes, schedules, directs and reviews the work of assigned staff performing repairs, overhaul and maintenance of automotive vehicles, light trucks, construction-type mobile, earth-moving and load-lifting equipment and various heavy-duty, portable and stationary engines.
2. Trains and instructs staff in repair and maintenance procedures; and the use of automotive diagnostic and repair equipment.
3. Observes and enforces safety regulations and ensures safe practice of methods and procedures.
4. Oversees the operation of automated fleet and fuel management systems and waste oil tank.

Warehouse:

5. Plans, schedules, coordinates and executes the receiving, storing, transporting, issuing and salvaging activities of the District's central warehouse.
6. Recommends or implements changes in reorder points, economic order quantities, changes in service level and catalog descriptions, operating procedures, methods, and storage layout.
7. Identifies and assigns stock numbers to new items; and makes recommendations for the disposal of obsolete and slow-moving items.

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8. Reviews daily stock activity reports which include receiving and issuing reports, irregularity reports, materials requests and purchase orders.
9. Develops and maintains current reports such as Issue History and Automotive Parts Usage.
10. Works closely with the Purchasing Department and department staff to ensure materials are available for daily work; may make emergency purchases as required.
11. Conducts and supervises periodic inventories of materials and equipment; and investigates and reconciles discrepancies in inventories taken.
12. Establishes, implements, and monitors warehouse and distribution standards, procedures and operations to ensure compliance, safe handling and storage of materials.
13. Ensures the security systems at the District's field offices are satisfactorily performed and maintained and recommends contractors as needed.
14. Responds to the worksite in emergency situation during non-working hours.
15. Assists in the preparation of the department's annual budget and monitors expenditures.
16. Assists in the acquisition of materials, equipment and services for the District by preparing requisitions and, as necessary, securing specifications, cost information and product availability necessary for the completion of assigned tasks.
17. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of one (1) year of college (30 semester units) with course work in Automotive or Industrial Technology or a related field, **and** four (4) years of experience as a journey-level automotive/equipment mechanic and/or control over automotive/mechanical parts inventory shop; two (2) years of which must include lead or supervisory responsibilities.

Knowledge of:

- Air Resources Board On/Off Road Diesel Vehicle regulations.
- Methods, practices and equipment used in the receipt, storage, handling and issuing of materials and equipment.
- Inventory control techniques and procedures.
- Rigging and techniques of load lifting and transport of material and supplies.

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- Methods and procedures used in repairing and maintaining all types of automotive, truck and heavy equipment.
- Federal, State and local safety and performance regulations for maintenance facilities and the automotive trades, including CAL-OSHA requirements.
- Principles and techniques of supervision.

Ability to:

- Communicate effectively.
- Diagnose defects in and repair a wide variety of automobile and construction equipment.
- Plan the work of and supervise skilled mechanics and other employees.
- Collect, compile and interpret technical and statistical data and to analyze problems and make appropriate recommendations.

WORKING CONDITIONS

- Heavy lifting up to 100 pounds.
- Work in all weather conditions.
- Possess physical characteristics to perform the critical and important duties of the job.

STANDARD REQUIREMENTS

- Possession of a valid California Class C Driver's License and a driving record acceptable to the District's automobile insurance provider is required.